

~~SECRET~~

14 November 1962

MEMORANDUM FOR: Chief, Physical Security Division/OS

VIA : Records Management, DD/S

SUBJECT : Secure Area for RID

1. The Records Integration Division was recently allotted approximately 5000 square feet of space encompassing Rooms GE-48 thru GE-58. This area will be used to house 4000 linear feet of records, classified through Secret, on open-shelf files. It will also house the Records Center Unit and the necessary people to service these records.

2. It is requested that this entire area be made secure with the [redacted] and the necessary window grilles.

3. Locations of the partitions will be furnished by [redacted] of the Building Planning Staff. For any additional information contact [redacted] on extension [redacted] Room 1D4135.

[redacted]
Chief, RID/[redacted]

CLC:baw

Distribution:

- Orig & 2 - addressee
- 1 - RM/DDS
- 1 - Chrono
- 1 - RID/[redacted]

GROUP 1
Excluded from automatic
downgrading and
declassification

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Rec. Mgmt 3-3-3

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Approved For Release 2005/11/21 : CIA-RDP70-00211R000500240041-4

ROUTING AND RECORD SHEET

Shelf filing

SUBJECT: (Optional)

FROM: Chief, RID/
1D4135 Headquarters Building

NO.

DATE 14 Nov 1962

TO: (Officer designation, room number, and building)

DATE RECEIVED FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

25X1

1. RM/DDS
Room 604
1016 16th St.

11/19 11/20

[Signature]

1 to 3:

2.

3. Chief, OS/Phy. SD
4E-12, Headquarters Building

This office approves the attached request to make Room GE-48 thru GE-58 a secure area for housing RLD records

[Redacted Box]

25X1

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FORM 1 DEC 56 610 USE PREVIOUS EDITIONS

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